



United States
Department of
Agriculture

Research,
Education, and
Economics

National Institute
of Food
and Agriculture

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NOV 23 2009

TO: All NIFA Awardees

FROM: Andrea Brandon
Deputy Administrator
Office of Extramural Programs

SUBJECT: PMS Monthly cutoff of Award Disbursements

This correspondence addresses a recent change regarding the disbursement of funds via the Payment Management System (PMS) for the Cooperative State Research, Education, and Extension Service (CSREES) awards (on October 1, 2009, all CSREES authorities were transferred to the National Institute of Food and Agriculture per section 7511 of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246)).

The National Institute of Food and Agriculture (NIFA) instituted a monthly cut-off date of the 26th of each month for PMS award disbursements. As such, all requests for payments must be made by the 25th of each month (or earlier if the 25th is not a business day) in order to receive payment in that month. If the request for payment does not meet the cut-off date then the payment will not be released until the first business day of the following month. This change was established, in part, to allow NIFA adequate time to manually enter PMS disbursement information into the USDA accounting system (these systems work independently of one another) and address any discrepancies. This is necessary at this time because USDA is in the process of implementing a new accounting system. NIFA must be prepared to transfer and maintain accurate information in the new accounting system. While the cut-off date limits awardees access to funds, such limitation is on a temporary basis. The limitation is considered temporary because it only applies to awards with PMS as the designated payment system. NIFA plans to phase out use of PMS which includes moving accounts from PMS to the Automated Standard Applications for Payment System (ASAP) (see attached correspondence dated October 7, 2009). On a monthly basis the cut-off is unnecessary under ASAP because a planned interface will allow ASAP payments to automatically be uploaded to the new USDA accounting system. However, once a year (i.e., September) NIFA will need to institute the cut-off in order to meet the end of the fiscal year reconciliation requirements.

Your cooperation is most appreciated as NIFA transitions from PMS to ASAP and to a new USDA accounting system. If you have questions or comments you may submit them to Tonya Johnson, Chief of the Financial Operations Branch, at tjohnson@nifa.usda.gov. When submitting correspondence please include "PMS cut-off" in the subject line.

Attachment: October 7, 2009 correspondence regarding method of payment for awards

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